



Snapshots from the Journey

Portfolio Guide for the

Experienced

Service Coordinator

Module 4





Description of Module 4

Rules for the Road Laws, Regulations, and Procedural Safeguards

It is critical for those working with families of young children to adhere to the highest standards of ethical behavior. Core values and principles of ethical conduct are reviewed in this module based on The Division for Early Childhood's Code of Ethics and the Code of Ethical Conduct position statement of the National Association for the Education of Young Children.

It is equally important for early intervention service coordinators to understand the laws, regulations, and procedural safeguards that provide protection for families and service providers throughout the early intervention process. These checks and balances help ensure that the priorities and concerns of the family are addressed and that the system offers equitable opportunities to all eligible families.

Information about the history and components of the Individuals with Disabilities Education Act (IDEA) is included in this module. Procedural safeguards that protect the rights of children and families are described. A model is suggested for helping families understand and benefit from these safeguards as they are applied throughout the early intervention process. Information about the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance and Portability Act of 1996 (HIPAA) is included as well.

Early intervention service coordinators partner with families in an effort to build the family's capacity for meeting the needs of the child. On occasion, the service coordinator may encounter situations that cause concern for the child's safety and wellbeing. According to Tennessee law, all persons must report suspected cases of child abuse or neglect. This module contains information that defines and explains the referral process for abuse and neglect in Tennessee.

A growing concern across the nation and in Tennessee related to abuse and neglect involves children living in homes where methamphetamines are manufactured. These children are known to be at increased risk for severe neglect and are more likely to be abused. Foundational training related to this issue is included in this module.



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Competencies

- Has knowledge and understanding of the importance of maintaining ethical and professional standards in all aspects of communication with families, professionals, support personnel, service agencies, and the community.
- Demonstrates knowledge and understanding of the requirement to maintain confidentiality with respect to the sharing of child and family information.
- Has knowledge and understanding of legislation, regulations, and procedural safeguards related to the field of early intervention including Part C of IDEA, Rulemaking Hearing Rules of the State Board of Education-TEIS, FERPA, HIPAA, and the Child Abuse Prevention and Treatment Act (CAPTA).
- Has knowledge and understanding of how to locate information found in Rulemaking Hearing Rules of the State Board of Education-TEIS.
- Demonstrates knowledge and understanding of how to empower families by fully informing them of their rights and procedural safeguards initially and throughout the early intervention process.
- Exercises procedural safeguards as described in Part C of IDEA.
- Has knowledge and understanding of Tennessee's laws related to child maltreatment and understands the duty to report, as well as referral policies and procedures.
- Has knowledge and understanding of possible indicators of abuse and neglect.
- Has knowledge and understanding of the health, safety, and developmental risks to children exposed to methamphetamine labs.
- Has knowledge and understanding of Tennessee's Department of Children's Services policies and procedures related to investigation of children exposed to chemical laboratories for the manufacture of methamphetamine.
- Has knowledge and understanding of the effects of maltreatment on early brain development and effective intervention strategies.



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Assignment/Activity	Measure of Achievement
<p>4.1 Ethical Conduct</p> <p>Participate in training discussion based on handout 4.1 <i>DEC Code of Ethics</i> as instructed.</p> <p>Outside reading assignment:</p> <ul style="list-style-type: none"> Read handout 4.1a <i>Code of Ethical Conduct and Statement of Commitment-A Position Statement of the National Association for the Education of Young Children</i>. Place article in portfolio after reading. 	<p>Discussion with trainer. Article read and placed in portfolio.</p>
<p>4.2 Assuring Quality and Equity for Families</p> <p>View PowerPoint <i>Assuring Quality and Equity for Families</i> and participate in discussion as instructed.</p> <p>Provide a copy of a <i>Written Prior Notice</i> (WPN) form for a family in your caseload. Please remove or cover the name of the child/family for confidentiality purposes. Show the completed form to the trainer for approval and place a copy in the portfolio.</p> <p>Locate the <i>Forum Guide to Protecting the Privacy of Student Information: State and Local Education Agencies</i> on the following website (outside of training) and bookmark the site as a reference. http://nces.ed.gov/pubs2004/2004330.pdf</p> <p>Ask questions, as needed, when trainer reviews 4.2d <i>Mediation Request Form</i> and 4.2e <i>Due Process Hearing Request Form</i>.</p>	<p>Active participation in discussion and activities during PowerPoint as led by the trainer.</p> <p>Demonstration of understanding of WPN based on trainer's approval.</p> <p>Trainer verification of completion.</p>

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<p>Review <i>Surrogate Parent Handbook-Guidelines for Tennessee's Early Intervention System (TEIS)</i>, as needed, outside of training.</p> <p>When the reading assignment is completed, take the <i>Surrogate Parent Quiz (4.2f)</i> and review results with the trainer.</p> <p>If you score less than 80%, follow-up with the trainer for further clarification of surrogate procedures is recommended. Place the completed quiz in the portfolio.</p>	<p>Score of 80% or better on quiz</p>
<p>4.3 Rules For the Road-Components of Part C IDEA and Procedural Safeguards</p> <p>This activity will allow you to demonstrate your ability to locate information in <i>Rulemaking Hearing Rules of the State Board of Education Chapter 0520-1-10 Tennessee's Early Intervention System</i> while reinforcing learning.</p> <p>Using a copy of the above, complete the "open book" quiz. Place the completed quiz in the portfolio.</p>	<p>Active participation and completion of quiz to the satisfaction of the trainer.</p>
<p>4.4 Protecting the Innocent</p> <p>Read 4.4a <i>In Focus: Understanding the Effects of Maltreatment on Early Brain Development</i> as an out-of-class assignment. Place article in portfolio after informing the trainer of completion.</p> <p>View PowerPoint <i>Protecting the Innocent</i> and participate in discussion as instructed.</p> <p>During training, participate in discussion of the following handouts with the trainer:</p> <ul style="list-style-type: none"> • 4.4b <i>Findings that Might Appear to be the Result of Disability but Could be Abuse or Neglect</i> • 4.4c <i>Findings that May Indicate Neglect and/or Abuse</i> 	<p>Completion and article placed in portfolio.</p> <p>Active participation in discussion, related to the PowerPoint, activities, and handouts as led by the trainer.</p> <p>Completion of</p>
<p>4.5 Methamphetamine's Youngest Victims</p> <p>Read the following outside of training:</p> <ul style="list-style-type: none"> • 4.5a <i>Children at Clandestine Methamphetamine</i> 	<p>reading assignment and articles placed in portfolio.</p>

Assignment/Activity	Measure of Achievement
<p><i>Labs: Helping Meth's Youngest Victims</i></p> <ul style="list-style-type: none"> • 4.5b <i>Child Protective Services Investigation of Children Exposed to Chemical Laboratories for the Manufacture of Methamphetamine</i> <p>Ask questions, if needed, about local office policies and procedures that may apply to this topic. Place copies of the articles in the portfolio upon completion of reading assignment.</p>	
<p>4.6 Child Abuse – Case Based Assignment/Quiz</p> <p>You are to complete this assignment independently outside of training.</p> <p>Read the following:</p> <ul style="list-style-type: none"> • 4.6 <i>Case Based Pediatrics For Medical Students and Residents-Chapter XIV.12.Child Abuse</i> <p>Complete the quiz form (4.6a). Give the completed quiz to the trainer. Place the quiz in the portfolio.</p> <p>If a score of less than 80% is received, follow-up discussion with the trainer is recommended in order to clarify any concerns and determine if further input is needed.</p>	<p>Score of 80% or better on quiz</p>
<p>4.7 Prevent Child Abuse Tennessee</p> <p>Review 4.7 to learn of this statewide resource.</p>	<p>Completion</p>